

**DISTRICT COURT OF THE VIRGIN ISLANDS**  
**Clerk's Office**

OFFICE IN ST. CROIX  
**ORINN F. ARNOLD**  
CLERK OF COURT

3013 GOLDEN ROCK  
CHRISTIANSTED, VI 00820-4355  
(340) 773-1130  
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**MEMORANDUM TO MEMBERS OF THE V.I. BAR**

DATED: July 1, 1996

FROM: Orinn F. Arnold, Clerk of the District Court

**I. RE: LOCAL RULES OF CIVIL PROCEDURE, RULE 56.1 (Procedure for Filing Dispositive Motions)**

Notice is hereby given that dispositive motions that do not conform to Rule 56.1 (as amended, February 8, 1996) will be denied without prejudice.

**II. RE: SUBMISSION OF ORDER WITH MOTIONS**

The Orders submitted with motions should include a distribution list of attorneys (including addresses and fax number of off-island attorneys).

**III. RE: COMBINATION OF PLEADINGS**

Further to the initial memorandum concerning Judicial Automated Docketing System [JAMS], we have adopted modified procedures and Answers, Affirmative Defenses, Cross-Claims and Counterclaims may now be combined in a single pleading. In such cases, the caption of such pleading must clearly recite all the matters contained therein.

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March 13, 1996

**M E M O R A N D U M**

**TO:**               **Members of the V.I. Bar**  
                  **U.S. Attorney's Office**  
                  **Federal Public Defender**  
                  **Attorney General's Office**  
                  **Territorial Court of the V.I.**  
                  **District Court of the V.I. Staff**  
**FROM:**           **Orinn Arnold, Clerk of the Court**  
**SUBJECT:**       **Judicial Automated Docketing System (JAMS)**

**Please take the time to read this memorandum in its entirety. I also suggest that you discuss its contents at your next staff meeting. It is very important.**

On January 1, 1996, the District Court of the Virgin Islands made a giant leap forward in the way civil and criminal cases will be processed. After many months of work by our System Manager, Automation Specialist and Docket Clerks, the District Court has implemented the Judicial Automated Management System (JAMS).

All civil and criminal cases and pleadings filed after January 1, 1996 have been entered into the new automated system. For pending cases filed prior to January 1, 1996, the informational front page which shows the docket number, judge's code, parties, and attorneys has been entered into the system. To view the docket entries for pleadings filed prior to January 1, 1996, the manual docket will be used.

Our court personnel have been working out the bugs in the new automated docketing system and we are now ready to introduce you to JAMS.

**MEMORANDUM**

**RE: AUTOMATED DOCKETING SYSTEM**

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Attached is a list of pleading titles that were built into the system. Effective immediately: You must use one of these title when filing pleadings. You may extend the text, but you must begin the text with one of the coded titles. Initially, you will be reminded when pleadings filed do not conform to the new coding. Beginning June 1, 1996, pleadings will be rejected by the Clerk's Office if they do not bear on of the titles listed in the "Civil & Criminal Docket Codes."

We were careful to list all the possible titles to pleadings that are filed in the District Court. We suggest that yo make additional copies of the Civil & Criminal Docket Codes and distribute them to all the attorneys in your office, your legal aides and secretaries. The Court will be sponsoring two (2) sessions (one in St. Croix and one in St. Thomas) to acquaint you with JAMS on April 1, 1996.

With any new automated system, there are some DO NOTS and this system is no different in that respect. Here are the DO NOTS:

1. DO NOT COMBINE PLEADING TITLES, for example: Do not combine a response to one motion with a counter motion for other relief. Each pleading must be filed separately with one of the titles in the Civil & Criminal Docket Codes. Likewise, motions and memoranda must be filed separately. Answers, affirmative defenses and counter claims may be combined in a single pleading. In such cases, the caption of such pleading must clearly recite all matters contained therein.<sup>1</sup>
2. DO NOT PLACE "SO ORDERED" AT THE END OF ANY PLEADING. A SEPARATE ORDER FOR THE JUDGE'S SIGNATURE MUST BE FILED. The only exception will be stipulations where ALL the parties have previously signed.
3. DO NOT USE "ET AL" IN THE CAPTION. LIST ALL THE PARTIES: Plaintiffs, Defendants, Cross-Claimants, Third Parties, etc.
4. DO NOT PUT TWO OR MORE CASE NUMBERS ON THE SAME

**MEMORANDUM**

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<sup>1</sup>. This is changed from the original and incorporates the July 1, 1996 memorandum.

**RE: AUTOMATED DOCKETING SYSTEM**

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PLEADING. You must file separate pleadings for each case, although they may consolidated. The exception to this is when the court orders consolidation for discovery and indicates the case under which all pleadings will be filed.

The next step is to put the new system on line so that given the proper modem and password, you will be able to dial into the system from your office and copy and/or view the dockets. For your convenience, a monitor will be installed on the counters in each division of the Clerk's Office to provide you with ready access to the docket sheets.

With your assistance, we are prepared to make this bold step into the future, a step that will prove beneficial for all of us.

NOTE: The Criminal Docket Codes will be distributed by April 1, 1996.

**District Court of the Virgin Islands**  
Civil Docket Codes - 3/13/96

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**TRIAL**

BILL OF COSTS  
CONTENTIONS  
COURT REPORTER'S TRANSCRIPT  
DEMAND FOR JURY TRIAL  
EXHIBIT  
JURY INSTRUCTIONS  
OBV  
REASSIGNED  
RECEIPT  
REOPEN  
SPECIAL DAMAGES  
TRIAL COMMENCES  
TRIAL  
WITNESS LIST

**APPEALS**

2255 FILED and copy of criminal docket sheet sent to CA  
ACK FROM CA SHORT RECORD received & assigned CA #  
ACK FROM CA SUPPLEMENTAL RECORD RECEIVED on  
ACK FROM CA LONG RECORD RECEIVED on  
APPEAL FEES NOT PAID  
APPEAL (OTHER)  
APPEAL FEES PAID RECEIPT #  
APPEAL RECORD  
BANKRUPTCY APPEAL RECORD  
DESIGNATION OF RECORD  
DOCKETING STATEMENT  
EXHIBITS RETURNED to  
LONG RECORD SENT TO CA consisting of  
MANDATE RECEIVED FROM CA  
MOTION TO PROCEED *IN FORMA PAUPERIS* on appeal  
MOTION FOR CERTIFICATE OF PROBABLE CAUSE  
NOTICE OF APPEAL  
NOTIFICATION TO COUNSEL/PARTY APPELLATE RECORD PREPARED  
ORDER GRANTS CERTIFICATE OF PROBABLE CAUSE  
ORDER GRANTS *IN FORMA PAUPERIS* on Appeal  
ORDER DENIES *IN FORMA PAUPERIS* on Appeal  
SHORT RECORD SENT TO CA w Notice, Info Sheet & Docket Sheet  
SOCIAL SECURITY HEARING TRANSCRIPT  
SUPPLEMENTAL RECORD SENT TO CA consisting of  
THIRD CIRCUIT TRANSCRIPT INFORMATION SHEET

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**BRIEFS**

BRIEF: BANKRUPTCY  
BRIEF  
MEMORANDUM  
RESPONSE

**CLOSINGS**

CLOSED Dismissed  
CLOSED Dismissed Want of Prosecution  
CLOSED Dismissed Settled  
CLOSED Transfer to USDC  
CLOSED Transfer to MDL  
CLOSED Remanded to  
CLOSED Remanded to state court  
CLOSED Dismissed Voluntary  
CLOSED Judgment  
CLOSED Summary Judgment  
CLOSED Judgment MOT to dismiss for deft  
CLOSED Judgement consent  
CLOSED Judgment directed verdict  
CLOSED Judgment jury verdict  
CLOSED Judgment entered  
CLOSED Judgment court trial  
CLOSED Judgment default for plaintiff

**DISCOVERY**

AFFIDAVIT  
APPENDIX  
DECLARATION  
DEMAND FOR PRODUCTION  
DEPOSITION OF  
DISCOVERY  
INTERROGATORIES  
NOTICE OF TAKING DEPOSITION  
NOTICE OF PRODUCTION  
PRODUCTION RESPONSE BY  
REPORT  
REQUEST FOR  
STATEMENT  
SUBMISSION

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**IN TAKE**

ALIAS (AMENDED) SUMMONS  
APPLICATION TO PROCEED *IN FORMA PAUPERIS*  
Bankruptcy N/A from BK Court  
BANKRUPTCY RECORD COMPLETE  
CERTIFICATE OF PROBABLE CAUSE  
CIVIL COVER SHEET  
COMPLAINT  
FILING FEE PAID  
FILING FEE NOT PAID  
MAGISTRATE'S NOTICE  
MOTION FOR EMERGENCY HEARING  
MOTION FOR PROTECTIVE ORDER  
MOTION FOR TEMPORARY RESTRAINING ORDER  
NOT OF SUIT & REG FOR WAIVER OF SERV FOR SUMMONS SUPPLIED  
NOTICE OF REMOVAL  
NOTICE OF LAWSUIT AND WAIVER ISSUED BY CLERK  
OPENING  
SUMMONS  
THIRD PARTY SUMMONS  
TRANSFER FROM

**MOTIONS**

2255 MOTION  
ABSTRACT of judgment  
ANS OF THE GARNISHEE  
APPL FOR WRIT OF CONT GARNISHMENT AGNST DEFT'S EARNINGS  
APPLICATION  
CONSENT  
DISMISSAL  
EXCEPTION  
INSTRUCTION  
JOINDER  
LETTER  
MOTION FOR (FREE TEXT)  
MOTION FOR PRELIMINARY INJUNCTION  
MOTION FOR CONT OF SCHEDULED  
MOTION FOR EXTENSION OF TIME TO  
MOTION FOR JUDGMENT ON THE PLEADINGS  
MOTION FOR TIME TO  
MOTION FOR ENTRY OF DEFAULT  
MOTION FOR SUBSTITUTION OF COUNSEL  
MOTION FOR PRETRIAL CONFERENCE  
MOTION FOR DEFAULT JUDGMENT

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MOTION FOR SUMMARY JUDGMENT

**MOTIONS**

MOTION FOR APPOINTMENT OF COUNSEL  
MOTION FOR ATTORNEY'S FEES  
MOTION FOR NEW TRIAL (Trial de novo)  
MOTION FOR REMAND  
MOTION FOR SANCTIONS  
MOTION FOR RULE 23  
MOTION *IN LIMINE*  
MOTION *PRO HAC VICE*  
MOTION TO AMEND  
MOTION TO PUBLISH  
MOTION TO DISMISS  
MOTION TO FILE OVERSIZE BRIEF  
MOTION TO STRIKE  
MOTION TO STAY  
MOTION TO COMPEL  
MOTION TO BIFURCATE  
MOTION TO SET ASIDE  
MOTION TO MODIFY  
MOTION TO CONSOLIDATE  
MOTION TO QUASH  
MOTION TO SEVER  
MOTION TO RECONSIDER  
MOTION TO TRANSFER  
OBJECTION  
OPPOSITION  
RELEASE OF JUDGMENT  
REQUEST  
SEALED DOCUMENT  
STIPULATION  
STIPULATION OF DISMISSAL  
WRIT OF GARNISHMENT

**ORDERS**

CLERK'S ENTRY  
COURTROOM MINUTES  
ENTRY OF DEFAULT  
ENTRY  
JUDGMENT  
MAGISTRATE JUDGE ASSIGNMENT ORDER  
NOTICE  
ORDER  
ORDER OF REFERENCE



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**ORDERS**

ORDER TO SHOW CAUSE  
WARRANT FOR ARREST

**PLEADINGS**

AMENDED COMPLAINT  
CERTIFICATE OF SERVICE  
CONSENT TO MAGISTRATE  
COUNTERCLAIM  
CROSS-CLAIM  
NOTICE OF FILING  
NOTICE OF PARTIES' FIRST EXTENSION OF TIME  
NOTICE  
PETITION FOR *WRIT OF HABEAS CORPUS*  
PRECIPE  
*PRO SE*  
SETTLEMENT DEMAND  
THIRD PARTY COMPLAINT  
USM's REPORT OF SALE  
WAIVER OF SERVICE OF SUMMONS SERVED ON AND RETAINED BY  
WAVIER OF SERVICE OF SUMMONS

**SERVICE**

RETURN of service  
RETURN of USM service dated  
RETURN of personal service dated  
RETURN of service by CERTIFIED MAIL RETURN RECEIPT REQUESTED  
dated

**ANSWER**

AFFIRMATIVE DEFENSE  
AMENDED answer to complaint  
ANSWER to the AMENDED COMPLAINT  
ANSWER  
ANSWER to third party complaint  
ANSWER to cross claim  
ANSWER to complaint  
RETURN to ORDER TO SHOW CAUSE

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**ATTORNEY**

APPEARANCE  
MOTION TO WITHDRAW APPEARANCE  
NOTICE OF CHANGE  
OATH OF ADMISSION

**PRETRIAL CONFERENCE**

AGENDA SUBMITTED  
CASE MANAGEMENT PLAN TENDERED BY  
ORDER: CASE MANAGEMENT  
PTC  
PTC ORDER